Section III. Information Management

2-9. Record Files:

a. Centralized validation records for commercial laboratories are kept at the HTRW MCX. The record files include:

(1) Original laboratory evaluation requests (Figure 2-l),

(2) laboratory qualification documents including LQMM and preliminary questionnaire,

(3) PE sample evaluation reports,

(4) laboratory's responses to PE sample reports,

(5) inspection report and cover letters,

(6) laboratory inspection checklist,

(7) on-site laboratory inspection summary (Figure 2-2),

(8) laboratory's responses to inspection report,

(9) the Committee's validation review meeting summary (Figure 2-3),

(10) laboratory performance problem reports (Figure 2-4), and

(11) miscellaneous documents (e.g., raw data, chromatograms, correspondences, etc.) that the inspectors deems important for the current and/or future laboratory validation.

b. When there is a potential of litigation against the USACE on a particular laboratory validation; all documents pertaining to the particular laboratory validation shall be retained in the file until a final settlement or a revalidation request is received.

2-10. Database. A laboratory validation database is maintained at the MCX for program management. An example of a laboratory record in the database is shown in Appendix K. Updated lists of validated commercial laboratories in alphabetical order by laboratory name and state will be distributed to each Engineering, Construction, and Contracting office within the USACE on a monthly basis. Customized reports are also available

if requested by USACE TM/CORs. These reports are for government use only and will not be distributed to private sector.